

Filing Information:

Fee \$ 30.00
File at: City Controller's Office



Vigo County Area Planning

HOW TO FILE A ZONING
VARIANCE FOR THE
CITY OF TERRE HAUTE

This Document Provided by:

Vigo County Area Planning Department
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Board of Zoning Appeals

Vigo County, Indiana

Terre Haute City Building Inspection
232-5823

Vigo County Area Planning Department
(812) 462-3354

GETTING STARTED:

If an improvement Location Permit or Building Permit has been denied by Vigo County Area Planning or Building Inspection Department, a variance from the requirements may be requested if there is an unusual and unnecessary hardship.

The Board of Zoning Appeals has authority to review and approve all variance requests. The process is as follows:

- Discuss the proposed improvement and the variance(s) needed with the Building Inspection Department.
- Obtain application forms at Area Planning Department and discuss variance information needed to complete the request and filing deadline dates:
- Prepare a sketch of the lot(s) boundaries identifying the north direction, showing dimensions of lot lines, location and size of existing improvements with respect to the lot lines plus the location and name of all streets and alleys (if posted) and easements, that are next to or go through the lot(s) lines:

- Add the proposed improvements to the sketch showing the size and location in respect to the lot(s) lines:
- Make a list of all adjacent property owner's addresses to verify there is no objection to the variance(s) being granted:
- Return the completed application, property owner list and sketch to the Area Planning Department for review of content and final submittal:
- File the application on or before the deadline date and pay the filing fee of \$30.00
- Bring the receipt from the City Controller and 2 copies of the application, property owner statements and sketch staples together in packets to the Area Planning Department for placement on the agenda and distribution to Board of Zoning Appeals members.
- If there are questions anytime during the process contact our Office 462-3354.

After Filing:

A variance request will be advertised in the newspaper and a sign posted on the property at least 10 days before the Board of Zoning Appeals meeting. Certified letters will be mailed to the list of adjacent property owners. The applicant will be notified of the date, time and place of the meeting by the Chairman of the Board of Zoning Appeals.

BOARD OF ZONING APPEALS MEETING

The applicant or their representative must attend the meeting to present the request and answer any questions of the Board members or the public may ask at the meeting. Each variance

will be evaluated separately as they appear on the agenda for the meeting. Be prepared to:

- Present the variance(s) request(s):
- Answer questions from the Board

The Board will make a decision based on a finding of fact. The decision will be based on the written and oral presentation of the application for a variance request. The Board must decide the following criteria

- The approval will not be injuries to the public health, safety, morals and general welfare of the community:
- The use or value of the area adjacent to the property included in the variance will not be affected in a substantially adverse manner:
- The strict application of the terms of this Ordinance would result in an unnecessary hardship in the use of the property.

The Board may impose conditions on the approval. If the Board approves the variance request, the Area Planning Department and Building Inspection Department will issue the necessary permits for the proposed improvement. Do not start construction until all permits are issued.

If the Board denies the variance and you feel aggrieved, an appeal may be made to the Vigo County Circuit or Superior Courts.

VCAPD